

# **Proposed Plan for Implementation of a 2008 Summer Transportation Institute at Montana State University**

Submitted by

Susan Gallagher  
Education Program Coordinator

Western Transportation Institute  
College of Engineering  
Montana State University

A document prepared for

Susan Sillick, Manager  
Research Programs  
Montana Department of Transportation

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## 1. INTRODUCTION

The Western Transportation Institute will host a two-week Summer Transportation Institute (STI). The program will recruit up to sixteen high school participants (entering grades 10-12) to live on campus for the residential program. A residential program is necessary given the rural character of the state of Montana and the large geographical distances between population centers.

The STI will serve to heighten pre-college student interest in transportation careers and to enhance the necessary skills of students from diverse backgrounds to achieve careers in the transportation field.

The objectives of the STI are to:

- Increase students' awareness of the importance of different modes of transportation;
- Expose high school students to the variety of transportation careers available and demonstrate how transportation professionals work to identify and solve real-world issues that have society-wide impacts;
- Increase students' understanding of the importance and need for creative and innovative transportation solutions;
- Improve students' analytical skills and problem-solving skills;
- Develop students' communication, collaboration, and leadership skills; and
- Bolster student confidence by improving academic skills and by providing college and career guidance.

To meet these objectives, the STI will provide a well-balanced curriculum that includes a comprehensive academic program, field trips, guest speakers, a career and college counseling component, as well as recreational activities. This document details how the STI program at Montana State University will be planned, conducted, and evaluated.

## 2. IMPLEMENTATION PLAN

### 2.1. Sub-agreement

The Western Transportation Institute at Montana State University will enter into an agreement with the Montana Department of Transportation to conduct the 2008 Summer Transportation Institute within two weeks of funding approval.

### 2.2. Intermodal Advisory Board

An Intermodal Advisory Board made up of representatives from government, industry, and academia will be convened prior to the 2008 STI. Size and membership of the IAB is flexible and whenever possible a broad spectrum of members across the transportation and education communities will be invited to participate. The role of the IAB will be to assist the STI in recruiting students, securing additional program sponsors and partners, developing a well-balanced curriculum, planning activities and field trips, providing technical expertise, and assisting with strategic planning for the STI. Members of the 2007 IAB are listed below in Table 1. Additional members may be invited to participate in the 2008 IAB including a representative from the education community.

**Table 1. 2007 Intermodal Advisory Board Membership**

Name	Contact
Susan Gallagher Education Program Coordinator STI Project Director	Western Transportation Institute Montana State University PO Box 174250 Bozeman, MT 59717-4250 Phone: 406-994-6559
Danielle Reagor, EI Consultant President, Montana Institute of Transportation Engineers (ITE)	Engineering, Inc. 1300 North Transtech Way Billings, MT 59102 Phone: (406) 656-5255

Scott Keller Design Supervisor & Adjunct Instructor	Montana Department of Transportation Design Unit Montana State University Cobleigh Hall 204 Bozeman, MT 59717 Phone: 406-994-1843
Lloyd Rue Safety/Traffic/Design Engineer	Federal Highway Administration Montana Division 2880 Skyway Drive Helena, MT 59602 Phone: 406-449-5302 x232
Dr. Ahmed Al-Kaisy Assistant Professor	Department of Civil Engineering Montana State University Cobleigh Hall 230 Bozeman, MT 59717 Phone: 406-994-6116
Sue Sillick MDT Research Programs Manager	Montana Department of Transportation Research Section Helena, MT Phone: 406-444-7693

The IAB will meet no later than April 15, 2008 to ensure adequate planning time for the STI.

### **2.3. Student Recruitment and Selection**

A variety of student recruitment strategies will be employed to attract students to the program. The STI project director will seek out a multitude of opportunities to disseminate information about the program to high school students. Possible venues include visits to area high schools, presentations to high school students visiting MSU, and program announcements placed in school newsletters. Program applications, posters, and announcements about the program will be sent to principals and guidance counselors at all Montana high schools. Program coordinators from programs that serve Native American students and other underrepresented or underserved

groups including, Upward Bound, Gear Up, and Talent Search will also receive STI information. Students entering the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade will be encouraged to apply for the program.

The application deadline for the 2008 STI will be May 1. The project director and a committee of academic instructors will select up to sixteen qualified applicants to participate in the STI program. Selection will be based on the strength of each candidate's application. Applications will include: (1) a copy of the school transcript; (2) a written statement describing the student's academic and career interests and their reasons for wanting to participate in the STI; and (3) a completed application form.

To be eligible to participate in the program, applicants must:

1. Be a rising 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade student.
2. Have completed high school algebra.
3. Have a minimum 2.0 cumulative grade point average.
4. Express interest in the program.

All selected applicants will receive a full scholarship to attend the program. The scholarship will cover all room and board expenses for the two-week program as well as any laboratory or classroom expenses and field trip costs. Costs for group sports and recreation activities in the evenings and on weekends will also be covered by the program.

## **2.4. Parental Requirements and Risk Management**

Specific rules of conduct will be enforced for all STI participants. Participants will be expected to treat each other and staff with respect and courtesy and to display professional behavior at all times. They will also attend and participate in all planned program activities unless they have obtained an excused absence from the Project Director in case of illness, etc. Students may not leave campus unless escorted by STI staff. Unauthorized students found off campus will be subject to immediate dismissal. Participants are not allowed to operate or be in a motorized vehicle without the supervision of STI staff and there will be a zero tolerance policy regarding use of alcohol or other illegal substances.

Parents or legal guardians will complete permission forms, provide contact information for emergencies, and fill out a comprehensive health survey before a student is admitted into the program. Parents/guardians are also responsible for the transport of participants to and from MSU campus and for immediate transport of students dismissed from the program due to conduct or other circumstances.

Students will be supervised by STI staff at all times during the program. During the day-time academic program, the Academic Program Coordinator and Teaching Assistant will share primary responsibility for ensuring the well-being of participants. In the evenings, the Residence Hall Assistants/Sports and Recreation Program Advisors will assume this responsibility, but will immediately communicate any issues or problems to the Program Coordinator. The Project Director will provide staff training preceding the start of the STI to ensure that program staff are

prepared and capable of anticipating, identifying, evaluating, and controlling risks. The training will include an overview of policies and procedures regarding incident reporting and handling. Incidents may include injury, illness, property loss or damage, and issues related to improper conduct. All STI staff will have an emergency contact list for other staff members as well as for each STI participant.

Regularly held staff meetings during the program will ensure that all program staff are aware of any participant injuries or illnesses that have occurred and that these are properly assessed, reported to the appropriate persons, and remedied as needed. In addition, staff will maintain open communication with each other regarding allegations of inappropriate treatment or behavior or any situations that may pose a potential safety hazard or risk to participants.

## 2.5. Staffing

Susan Gallagher, the project director, will have primary responsibility for overseeing all aspects of the STI. Her responsibilities will include student recruitment and selection, curriculum development (in coordination with teaching staff), and hiring temporary personnel for the STI. The project director will also be responsible for managing all logistical arrangements for the program, including on-campus housing and board for participants, and all academic, enhancement, and recreation activities in conjunction with STI staff. She will act as the primary program liaison for the STI with the Montana Department of Transportation, and will fulfill all MDT reporting requirements.

A number of Montana State University full-time employees will be involved in the development and implementation of the 2008 Summer Transportation Institute. Teaching staff includes several Research Associates at the Western Transportation and MSU faculty members. STI instructors from MSU are listed in Table 2 below along with area of specialization. Teaching staff will begin program development activities in April 2008.

**Table 2. STI Academic Staff**

<b>Name/Affiliation</b>	<b>Specialty Area</b>	<b>STI Curriculum Component</b>
Chris Strong, WTI Research Engineer	Rural Applications of Advanced Transportation Technologies	Traffic Engineering and Safety
Eli Cuelho, WTI Research Associate	Infrastructure Maintenance and Design	Bridges, pavement design, soils
David Kack, WTI Research Associate	Public Transportation & Transit / Aviation	Air transportation
Suzy Lassacher, WTI Research Associate	Driving Simulation Laboratory/Computer Science	Safety/Human Factors
Angela Kociolek,	Wildlife and Transportation	Road Ecology; Animal-

WTI Research Ecologist	Systems Interactions	Vehicle Collision mitigation
Jerry Stephens, Associate Professor, Civil Engineering	Structures/Commercial Vehicle Operations	Commercial Vehicle Operations and Bridge Design
Robert Mokwa Assistant Professor, Civil Engineering	Geotechnical Engineering	Soils
Ahmed Al-kaisy, Assistant Professor, Civil Engineering	Transportation Engineering	Traffic Engineering and Simulation
Matt Blank, WTI Research Associate	Hydrology, Fisheries	Fish Passage/Road Ecology

Job descriptions for temporary STI staff will be posted as soon as possible after funding approval. These positions will be filled by May. Temporary personnel will include: an academic program coordinator, a teaching assistant, and two residence assistants/recreation program advisors. Teaching staff will be encouraged to live on-campus in the dorms with the STI group as additional supervisors. Staff training and program planning will begin no later than the first week of June. Temporary staff will be employed for a maximum of 6 weeks to allow for pre and post planning activities.

## 2.6. Program Activities

The WTI Summer Transportation Institute will be a residential program conducted on the Montana State University campus during summer 2008. Students will live in the dorms for the full two-week program. Students will arrive on the Sunday preceding program start to check in to the dormitories, receive their room assignments, and to meet the residence hall advisors. There will be a program orientation for both students and parents at this time.

On Monday, the program will officially begin with an introduction to the academic and program staff. The STI will encompass three main components.

- A. **Academic Program.** The students will participate in a well-rounded academic program designed to introduce them to the various fields of transportation. Material will be covered in a number of formats.
  - a. **Presentations, lectures, and classroom instruction.** A number of transportation professionals will share their expertise with the students. They will introduce various areas of transportation through presentation, discussion, and follow-up activities and assignments.



- b. **Hands-on laboratory activities.** STI participants will have multiple opportunities to apply what they learn during hands-on laboratories.
  - c. **Team design and build projects.** Students will participate in team design/build projects in which each student plays a specific role on the team. Students will gain experience in teamwork and learn leadership skills through these projects.
  - d. **Field trips.** Students will travel to a number of transportation-related sites during the program, where they will receive a first-hand view of how transportation professionals contribute to the smooth operation of different transportation modes.
- B. **Enhancement Program.** A number of enhancement activities will be peppered throughout the academic program. These activities will expose students to college and career planning, including resume building, the college application process, choosing a major, and choosing a career.
- C. **Sports and Recreation Program.** Each evening and weekend, the Residence Advisors will organize a sports and recreation program. Activities will include swimming, bowling, volleyball (and other team sports), hikes, and movies. The program will emphasize good sportsmanship. Other cultural activities may include Shakespeare in the Parks, the Museum of the Rockies, and community summer festivals.

## 2.7. Program Evaluation and Reporting

The curriculum, guest speaker presentations, hands-on team activities, field trips, enhancement program, and athletic/recreation program outlined above are all designed to meet the following core outcomes for the STI host site. By program end, students will be able to:

1. Apply analytical skills to basic transportation applications
2. Identify career opportunities in transportation
3. Explain topics in core areas of transportation
4. Understand steps necessary to enter college
5. Describe continuing transportation-related educational opportunities
6. Work in teams
7. Understand the principles of effective leadership
8. Develop and use employability tools

The Project Director will oversee program assessment and student course evaluations. Feedback received from students will be used to improve program materials as needed.

The Project Director will also submit information about the host site and the STI participants to the Montana Department of Transportation. Reporting and evaluation tasks for the 2008 STI are listed in more detail below.

### 2.7.1. Evaluation of Program Components

STI participants will complete daily evaluations of classroom sessions, field trips, and presenters. In addition, the students will complete a final, overall program evaluation that encompasses both coursework and the after-hours sports and recreation program. STI teaching staff and residence hall advisors will also complete final program evaluations. Evaluations will be used to assess the success of the program in meeting its educational objectives, to identify any problems or

weaknesses in the program, and to make corrections as needed. A summary of program evaluations will be included in the final report submitted to MDT.

### 2.7.2. STI Participant Follow-up Surveys

The project director will create a database of STI participants, which will include their year in school and contact information. This database will be used to disseminate a senior year survey to past alumni of the program. The survey will obtain information about the students' career and academic decisions and will be used to determine the number of students considering transportation related studies or careers.

### 2.7.3. Preparation and Submission of Project Reports and Invoices

Each month, the project director will submit a progress report to MDT in electronic format, which will describe:

- Overall progress;
- Any challenges facing the program and proposed corrective action;
- Work performed during the given period of performance and planned work for the following period;
- Any partnerships established with public or private sector stakeholders.

The progress report will be attached to a separate financial sheet detailing reimbursement requests and expenditure of funds over the reporting period.

In addition to monthly progress reports, a project summary report will be submitted to MDT that outlines what was done, what was accomplished, and any program recommendations.

### 2.7.4. Preparation and Submission of Final Report

A draft final report will be submitted to MDT no later than two months prior to the contract end date to ensure adequate time for review. The final report will summarize the results of STI activities as well as student and staff program evaluations.

All reports will be prepared according to MDT formatting guidelines and will be considered draft until reviewed and accepted by the Montana Department of Transportation.

### 2.7.5. Attend Project Kick-Off and Final Meeting at MDT

In addition to regular report submissions, the project director will attend two project meetings with MDT staff in Helena. A project kick-off meeting will be held prior to the STI in order to share feedback on the proposed curriculum, timeline, and expected outcomes. After the STI has concluded, a final meeting will be held with MDT staff to formally review the program. The project director will prepare the agenda, meeting materials, and meeting notes for both of these meetings.

### 2.7.6. Communication with MDT

In fulfilling the tasks of the STI, the Project Director will maintain open communication with MDT. MDT, in consultation with representatives from the FHWA Office, will comment, and

approve all updates and revisions of reports prior to usage, printing, dissemination, and posting. MDT (Research Section) will also be on the distribution list for all materials generated as part of this program.

### 3. WORK PLAN

Staffing tasks and responsibilities in connection with implementing the STI are listed in the chart below. A timeline for task completion is also listed.

Task	Details	Responsibility	Schedule
Develop Implementation Plan	Develop proposal/plan and submit to MDT for approval.	Susan Gallagher	October 2007
Contract and reporting	Contract award finalized by MDT. Monthly progress and budget reporting cycle begins.	MDT Susan Gallagher	March 2008
Project kick-off meeting	Prepare agenda and attend project kick-off meeting with MDT staff in Helena.	Susan Gallagher	April 2008
Student Recruitment	Develop & disseminate application materials to schools. Form selection committee. Select STI participants.	Susan Gallagher and Selection Committee	March-April 2008
Intermodal Advisory Board	Conduct Intermodal Advisory Board meeting.	Susan Gallagher	April 2008
Staff Hires	Write STI staff position descriptions and advertise. Hire and train temporary STI staff (2 RAs, 1 Academic Program Coordinator, 1 TA)	Susan Gallagher	April– May 2008

<b>Task</b>	<b>Details</b>	<b>Responsibility</b>	<b>Schedule</b>
Program logistics	Secure housing in Residence Hall, secure campus teaching rooms and labs, prepare for orientation.	Susan Gallagher	March – June 2008
STI program planning	Develop detailed curriculum with STI instructors. Work with IAB to arrange field trips & speakers. Schedule enhancement and recreational activities.	Susan Gallagher IAB Teaching Staff Hired temporary teaching staff and RAs.	March –June 2008
Conduct STI	Conduct student/parent orientation; conduct weekly activities; conduct weekly evaluations.	Susan Gallagher STI teaching staff and RAs; Guest speakers and partners	June / July 2008
Final Report preparation	Prepare final project report for MDT.	Susan Gallagher	July – November 2008
MDT Meeting	Attend meeting/de-briefing in Helena after STI to present finished product.	Susan Gallagher	September/October 2008 (after final report completed)

#### 4. BUDGET SUMMARY

The cost of the project will total \$36,601.79. Of this amount, WTI expenditures account for \$31,827.64 and MDT costs are projected to be \$4,774.15.

Category	Cost
<b>A. Personnel Salary</b>	
Project Director	\$1,832
Professional Research teaching staff (6)	\$1,470
Faculty teaching staff (3)	\$600
<b>B. Fringe Benefits</b>	\$2,122.79
<b>C. Contractual</b>	
Teaching Assistant	\$2,600
Academic Program Coordinator	\$3,400
Female Residence Assistant/Sports Advisor	\$1,100
Male Residence Assistant/Sports Advisor	\$1,100
<b>D. Travel/Transportation</b>	\$2,676
<b>E. Participant Support Costs</b>	\$12,420
<b>F. Supplies</b>	\$699.41
<b>Total Direct Costs (Items A-F)</b>	<b>\$30,020.20</b>
<b>G. Indirect Costs (30% of salaries &amp; benefits only)</b>	\$1,807.44
<b>TOTAL WTI EXPENDITURES</b>	<b>\$31,827.64</b>
<b>H. MDT COSTS (15% x 36,614)</b>	\$4,774.15
<b>TOTAL COSTS</b>	<b>\$36,601.79</b>

## 5. BUDGET DETAIL WORKSHEET

### A. Personnel

Name/Position	Computation	Cost
Susan Gallagher, Project Director	320 hours @ \$18.18/hour	\$1,832
Faculty – Teaching Staff (3)	3 @ \$200 extra compensation	\$600
Professional Research Teaching Staff (6)	\$49,000 (average annual salary) x .5% x 6	\$1,470
	<b>Total</b>	<b>\$3,902</b>

The Project Director will oversee all aspects of STI implementation. Salary to cover two weeks (80 hours) of Susan Gallagher's time is requested. Six WTI research staff members will serve as guest instructors and will lead activities in their core areas of expertise. In addition, three faculty members from the MSU Department of Civil Engineering will provide instruction and demonstrations involving laboratory equipment. On average, guest instructors will spend 3 - 4 contact hours with the students. Approximately ten hours of salary is budgeted for each guest instructor for curriculum development and classroom speaking time. Additional expenses for curriculum development and project management staff time will be covered by the WTI Education Program as cost-share.

### B. Fringe Benefits

Name/Position	Computation	Cost
Susan Gallagher, Program Director	Per allocation memo	\$1,356.79
Professional Research Teaching Staff (6)	\$1,470 x 37% benefit rate	\$544
Faculty teaching staff (3)	\$600 x .37	\$222
	<b>Total</b>	<b>\$2,122.79</b>

Fringe benefits are based on the university's fringe benefit rate of 37% of salary. Fringe benefits are for the personnel listed in budget category A.

### C. Contracted Services

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Academic Program Coordinator	1 @ \$3,400	\$3,400
Teaching Assistant	1 @ \$2,600	\$2,600
Residence Assistants/Sports Program Advisors (2)	2 @ \$1,100	\$2,200
	<b>Total</b>	<b>\$8,200</b>

The Academic Program Coordinator will be responsible for student instruction, classroom management, and for working with guest speakers, faculty, and other program staff to implement a cohesive curriculum. The Coordinator will also live in the dormitories as an on-site supervisor and in order to ensure continuity between the day-time and evening activities. A flat rate of \$3,400 is budgeted for four weeks of service. The Teaching Assistant will assist the Academic Program Coordinator in implementing team design/build competitions, setting up laboratories, and chaperoning field trips. He or she will also live in the dormitories to provide assistance and oversight to the Residence Hall Assistants. The Teaching Assistant will receive a teaching fellowship at a flat rate of \$2,600 for the four week commitment. Two residence hall assistants will develop a sports/recreation program for after-hours and supervise extracurricular activities in the evenings and on weekends. They will also assist students with homework assignments and projects as needed. The \$550/week fellowship stipend for these services is consistent with equivalent on-campus programs offered at MSU. In addition to stipend amounts, the program will cover the RAs' and live-in teaching staff's living expenses while in the dormitories.

**D. Travel**

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
Ground transportation for student activities/field trips		Ground transportation	\$223/day x 12 days	\$2,676
		<b>Total:</b>		<b>\$2,676</b>

A number of field trips and evening outings are planned during the program. The budget includes costs for renting a 15-passenger van and a mini van for the two week program. The cost of rental is based on current MSU motor pool rates of \$175/day for both vehicles plus \$48/day for fuel.

**E. Participant Support (Tuition and Fees)**

<b>Item</b>	<b>Calculation</b>	<b>Cost</b>
MSU Conference Services	Room and board arrangements for 16 students and 4 staff x 14 days	\$11,500
MSU OneCard ID Card Processing fee	\$15/card x 20 cards	\$300
American Life Group Insurance Policy (short-term)	\$250 (minimum short-term group rate)	\$250
Career Development Activity	- MSU Career Services Strong Interest Inventory test fee (16 people @ \$10/test)	\$160
Recreational Facilities Use Fees (Evening sports/recreation program)	Gym Complex and University Pool (gym hourly rental @ \$135/hr; swimming pool rental @ \$75/hr)	\$210
	<b>Total:</b>	<b>\$12,420</b>



The budget covers eight double occupancy rooms for STI participants and four single occupancy rooms for two RAs, one Teaching Assistant and one Academic Program Coordinator (who will act as on-site supervisor in the dormitories). The residential program will also cover breakfast, lunch, and dinner for participants and staff during the program in the campus dining hall. In order to use the Dining Hall, library, and gym facilities, students will need to obtain an MSU OneCard. The processing fee for the ID card is \$15 each.

A group insurance policy will be acquired for the duration of the STI program to cover any unexpected emergency medical expenses. American Life Group Insurance covers summer programs at a blanket rate of \$250.

Department laboratories, classroom space, and equipment will be provided to the STI program by MSU entities for instructional purposes at no cost, including use of WTI's state-of-the-art driving simulator.

Included under participant support expenses are fees to take the Career Services Strong Interest Inventory online test. This test proved very successful in past years for encouraging students to consider their personal strengths and interests in relation to career options and opportunities. The test fee is \$10 per person.

In order to fully engage STI participants in an evening sports program, the STI program will rent gym and swimming pool time in the university facilities. Students will participate in organized team sporting activities like basketball and volleyball, and more individual activities like swimming using university sports facilities. Total rental cost for sports facilities will be \$210 over the program.

#### **F. Supplies**

<b>Item</b>	<b>Total</b>
Supplies for recruitment materials and mailing expenses; curriculum and laboratory materials.	\$699.41

Program brochures and information will be disseminated to public and tribal schools throughout the State of Montana. In addition, curriculum and lab materials will have to be photocopied and/or purchased for students. Additional supplies will be required to facilitate recreation activities and games in the evenings. The amount requested in the budget will cover marketing, mailing, and supply costs.

#### **G. Indirect Costs and Total WTI Budget**

	<b>Calculation</b>	<b>Total</b>
<b>Project Costs</b>	Total costs in A, B, C, D, E,	<b>\$30,020.20</b>

	F	
<b>Indirect Costs</b>	30% of salaries & benefits	<b>\$1,807.44</b>
<b>Total Expenses</b>	Project Costs + IDCs	<b>\$31,827.64</b>

The indirect cost calculation is at the MDT-negotiated rate of 20% of total direct costs or 30% of wages and benefits, whichever is lesser.

#### H. MDT Overhead Costs

	<b>Calculation</b>	<b>Total</b>
<b>MDT Overhead</b>	\$31,827.64 (total project expenses) x 15%	<b>\$4,774.15</b>

MDT is required to charge 15% overhead costs for externally funded grant programs they administer.

Project costs with MDT overhead included total \$36,601.79 for the 2008 STI program.

Based on past STI programs at MSU, cost share is expected to total \$7,290 for the 2008 program. Cost share includes in kind support from MSU entities as well as partnership contributions from private and state agencies as listed below.

<b>Cost Share Source</b>	<b>Purpose</b>	<b>Amount</b>
Western Transportation Institute	STI Project Director Salary Match	\$500
Montana Department of Transportation	Lunch in Helena and Design Unit Barbecue	\$240
Civil Engineering Department	Lab and conference space in-kind contributions	\$1850
Western Transportation Institute	Driving simulator, labs, and conference facilities in-kind contributions	\$2,000
College of Technology Aviation Program	Discovery Flights	\$700
Montana Department of	Staff Time for presentations	\$2,000

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Transportation	& headquarters tour	
	<b>Total</b>	<b>\$7,290</b>

## 6. INSTITUTIONAL CONTACT INFORMATION

University points of contact for the Montana State University STI program are provided below:

<b>Name/Position</b>	<b>Contact Information</b>
Susan Gallagher, Education Program Coordinator Western Transportation Institute (STI Project Director)	PO Box 174250 Bozeman, MT 59717-4250 Phone: (406)994-6559 Email: sgallagher@coe.montana.edu
Steve Albert, Director Western Transportation Institute (Department Director)	PO Box 174250 Bozeman, MT 59717-4250 Phone: (406)994-6114
Jeralyn Brodowy, Assistant Director for Administration Western Transportation Institute (Department Accounting Office)	PO Box 174250 Bozeman, MT 59717-4250 Phone: (406)994-6006
Leslie Schmidt, Assistant Vice President for Research (University Authorizing Official)	Montana State University Bozeman, MT 59717 Phone: (406)994-2381
Peggy Kastella, Financial Officer Office of Sponsored Programs (Grants Accounting Office)	Montana State University Bozeman, MT 59717 Phone: (406)994-2381